

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
VEHICLE REGISTRATION SECTION
QUALITY ASSURANCE/SCAN CENTER

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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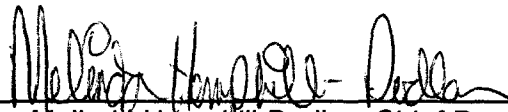
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

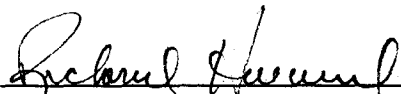
The

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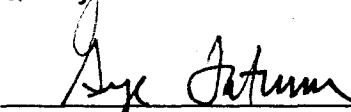
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

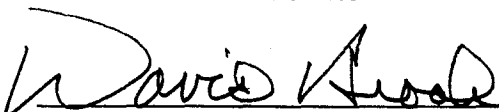
APPROVAL RECOMMENDED


Melinda Hemphill-Dudley, Chief Records Officer
Department of Transportation


Richard Howard, Manager
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Diane Johnson, Assistant Director
Division of Motor Vehicles


George Tatum, Commissioner
Division of Motor Vehicles


David Brook, Acting Director
Division of Historical Resources

APPROVED


Lyndo Tippet, Secretary
Department of Transportation


Lisbeth C. Evans, Secretary
Department of Cultural Resources

February 17, 2004

LDR

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Item 3166. TITLES (BEGINNING 1996) FILE. Titles with supporting documents, including applications received by mail for titles and/or license plates. Application lists name and address of owner, description of vehicle, liens, source of purchase, insurance and county tax certifications, odometer reading, and other related data for each motor vehicle registered in North Carolina. File also includes cancelled title records and cancelled vehicle identification number records. (File maintenance and backup procedures conducted by Information Technology Services (ITS).) Data from records entered into State Titling and Registration System (STARS) Database (Electronic) File (Item 42294).

DISPOSITION INSTRUCTIONS: Scan in office paper records and transfer to ITS for recording onto secure off line storage media. Transfer scanned records to Quality Assurance. Destroy scanned records after all quality control procedures have been completed. Retain electronic records in ITS permanently.

Item 9342. APPLICATIONS FOR TITLES AND/OR LICENSES FILE. Applications that have been imaged and received from Scan Center.

DISPOSITION INSTRUCTIONS: Records transferred to Item 3166, Titles (Beginning 1996) File and Item 17977, Applications for License Plates (Beginning 1996) File.

Item 17977. APPLICATION FOR LICENSE PLATES (BEGINNING 1996) FILE. Applications for replacement license plates, leased vehicle plates, and other special license plates. Applications list new license number, year, name and address of owner, vehicle identification number, title number, name of insurance company and policy number, owner's signature, and license number replaced. (File maintenance and backup procedures conducted by ITS.) Data from records entered into STARS Database (Electronic) File (Item 42294).

DISPOSITION INSTRUCTIONS: Scan in office paper records and transfer to ITS for recording onto secure off line storage media. Transfer scanned records to Quality Assurance. Destroy scanned records after all quality control procedures have been completed. Retain electronic records in ITS permanently.

Item 17979. MISCELLANEOUS CANCELLED TITLES (BEGINNING 1996) FILE. Titles cancelled by the division for various reasons. (File maintenance and backup procedures conducted by ITS.) Data from records entered into STARS Database (Electronic) File (Item 42294).

DISPOSITION INSTRUCTIONS: Scan in office paper records and transfer to ITS for recording onto secure off line storage media. Transfer scanned records to Quality Assurance. Destroy scanned records after all quality control procedures have been completed. Retain electronic records in ITS permanently.

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Item 18040. REFUNDS FILE. Requests for refunds when license plates have been purchased incorrectly, two plates have been purchased for same vehicle, or a vehicle has been sold and the license plates cost \$60 or more. File also includes all correspondence and research information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 18041. SHORTAGES FILE. Reports on balance due Vehicle Registration Section by license plate agencies. File also includes worksheet number, name, license number, and amount of shortage.

DISPOSITION INSTRUCTIONS: Retain in office current year and 2 additional years, then destroy.

Item 41961. FEDERAL HEAVY VEHICLE USE TAX FORMS (2290) FILE. Receipts received from Internal Revenue Services (IRS) for vehicles exceeding fifty-five thousand (55,000) pounds.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 41967. STATE TITLING AND REGISTRATION SYSTEM (STARS) DATABASE (ELECTRONIC) FILE.

Records concerning the titling and licensing of motor vehicles in North Carolina. Electronic file includes title serial numbers, lien holders, owner names, license plates' history, and other related data. (File maintenance and back up procedures conducted by ITS.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Item 42294, State Titling and Registration System (STARS) Database (Electronic) File.

Item 42286. BRANDED TITLE APPLICATIONS FILE. Applications for titles and/or licenses for salvaged vehicles that have been repaired. (File maintenance and backup procedures conducted by ITS.) Data from records entered into Titles (Beginning 1996) File (Item 3166).

DISPOSITION INSTRUCTIONS: Scan in office paper records and transfer to ITS for recording onto secure off line storage media. Transfer scanned records to Quality Assurance. Destroy scanned records after all quality control procedures have been completed. Retain electronic records in ITS permanently.

Item 42293. RECONCILIATION REPORTS FILE. Reports used to reconcile all titles and license documents submitted to the Scan Center.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 42294. STATE TITLING AND REGISTRATION SYSTEM (STARS) DATABASE (ELECTRONIC) FILE.

Records concerning the titling and licensing of motor vehicles in North Carolina. Electronic file includes title serial numbers, lien holders, owner names, license plates' history, and other related data. (File maintenance and backup procedures conducted by ITS.)

DISPOSITION INSTRUCTIONS: Update records in office routinely. Retain electronic records permanently.

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Item 43162. APPLICATIONS FOR TITLES AND/OR LICENSE PLATES (BEGINNING 1996) FILE. Applications received by mail for titles and/or license plates. Application lists name and address of owner, description of vehicle, liens, source of purchase, insurance and county tax certifications, odometer reading, and other related data. (File maintenance and backup procedures are conducted by ITS.) Data from records entered into Titles (Beginning 1996) File (Item 3166).

DISPOSITION INSTRUCTIONS: Function and records transferred to Titles File (Item 3166).

Item 47000. CLOSED BUT NOT CLEARED TITLE (BEGINNING 1996) FILE. Incomplete title records for vehicles in the state of North Carolina. File includes correspondence, titles and fees paid. (File maintenance and backup procedures conducted by ITS.) Records dated prior to 1996 can be found in the Records Unit, Item 46999, Closed But Not Cleared Title (Microfilm Prior to 1996) File. Data from records entered into State Titling and Registration STARS Database (Electronic) File (Item 42294).

DISPOSITION INSTRUCTIONS: Scan in office paper records and transfer to ITS for recording onto secure off line storage media. Transfer scanned records to Quality Assurance. Destroy scanned records after all quality control procedures have been completed. Retain electronic records in ITS permanently.